



## **RECORDS ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the Police Records Section of the Technical Services Bureau including technical and clerical staff; to ensure compliance with local, state, and federal security and privacy requirements; and to perform a variety of duties relative to the assigned area of responsibility.

### **Supervision Received and Exercised:**

Receives general supervision from the Technical Services Bureau Manager or from other supervisory or management staff

Exercises direct supervision over technical and clerical staff assigned to the Records Section.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Supervise and train Police Records Supervisors and assigned staff.
- Manage daily operations of the Records Section, conducts staff meetings and actively participate and accomplish organizational, departmental and workgroup goals and objectives.
- Ensure proper staffing in Records Section.
- Communicate with employees regarding their performance, address employee concerns and problems and work with employees to handle deficiencies in work performance.
- Evaluate assigned staff, complete performance evaluations and ensure performance evaluations are completed on all Records staff.
- Participate in the selection of staff, review applications, conduct interviews and makes recommendations on hiring and promotional opportunities.

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### Records Administrator (continued)

- Respond to and resolve difficult and sensitive customer inquiries and complaints from both internal and external customers.
- Oversee the Records automated system, data entry, quality control and maintain a current inventory of all existing public records within the department.
- Administer the use and entry of all ACJIS information for the Department including entries completed daily by Records staff, monthly validation reports and yearly auditing completed by the Department of Public Safety.
- Oversees access and rights to the Digital Evidence System and assume the role of the Body Worn Camera Administrator.
- Serve as the Custodian of Records for the Tempe Police Department for subpoenas, Public Records Requests and court depositions.
- Participate in the collection and reporting of uniform crime data (UCR).
- Ensure compliance with Public Record Laws, City codes, Departmental General and Operations Orders and City Personnel Rules.
- Oversee the Departments compliance with State Public Records Retention Laws and ensure the destruction of paper and electronic records in accordance with corresponding law enforcement retention guidelines.
- Support the Department's System Security Officer to ensure compliance with local, state, and federal security policies and procedures regarding the use of the Arizona Criminal Justice Information System (ACJIS) and the Terminal Operator Certification (TOC).
- Prepare written documents including performance evaluations, reports, memos, budget proposals, policies, and procedures.
- Support and assist in the development and implementation of the Departments strategic plan; oversees the development and implementation of the Records Section Strategic Plan.
- Assist in the implementation of technology regarding system improvements, application enhancements and new software and hardware.
- Communicate with the general public, the Municipal Court, the City of Clerk's Office, other law enforcement agencies and other city departments regarding activities of the Police Records Section.

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### Records Administrator (continued)

- Participate in budget administration and prepares justifications for staffing and budget item.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation.
- Maintain effective and consistent one on one dialogue with all employees on a regular basis.
- Perform related duties as assigned.

### Minimum Qualifications:

#### Experience:

Three years of operational experience over a Records section or unit with experience in the maintenance and administration of law enforcement records, including two years in a supervisory capacity in law enforcement records operations.

#### Education:

Requires the equivalent to a Bachelor's Degree in criminal justice, public administration from an accredited college or university or degree related to the core functions of the position.

#### Licenses/Certifications:

- Must possess and maintain a valid AZ Driver's License.
- Must obtain and maintain a Terminal Operator Certification awarded by the Arizona Criminal Justice Information Systems Division within six months of hire.
- Must be able to obtain and maintain a Notary Public within six months of hire.

#### Additional Requirements:

Must pass polygraph and background examination

#### Examples of Physical and/or Mental Activities:

Operate city vehicles.	<b>2.5 %</b>
Work in a stationary position for long periods of time.	<b>70%</b>
Operates computers, calculators and other office machines.	<b>75%</b>

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Records Administrator (continued)

Extensive reading and close vision work.	<b>40%</b>
May require working extended hours.	<b>5%</b>
May work <i>alone</i> for extended periods of time.	<b>25%</b>

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 338**

**Status: Exempt/ Classified**